



FLEX-PLAN SERVICES INCORPORATED
KNOWLEDGEABLE - INNOVATIVE - ESTABLISHED

How to Submit a Recurring Day Care Claim

The new Recurring Claims tool allows FSA participants with fixed day care costs to submit just one claim for the entire plan year! This new feature will create a quick and easy submission process for those with qualified recurring day care claims.

What qualifies as a recurring day care claim?

- The expense must be for an eligible day care expense.
(For a list of eligible day care expenses [Click Here](#))
- The expense must have a fixed weekly or monthly cost.
- The expense must be from the same provider.

If you have day care expenses that qualify, follow the steps below to submit your recurring claim:

STEP 1

After registering your account, log onto www.Flex-Plan.com. On your participant home page, under the “My Tools” section, select “My Recurring Claims.”

My Tools

[Submit a Claim](#)

[My Recurring Claims](#)

[FlexConnect](#)

[Substantiate a Debit Card Charge](#)

[My Debit Card](#)

[Update My Information](#)

STEP 2

Click “Add a new recurring claim”

Your Recurring Claims

No recurring claims to display

[Add a new recurring claim](#)

STEP 3

Enter the details of the claim and select the schedule on which your claim will recur.

CREATE A RECURRING CLAIM

Benefit: Section 125 - Day Care FSA 1/1/2014 - 12/31/2014

Dependent name: *

Age of dependent: *

Provider: *

Provider's tax ID or social security number: *

Any notes about this recurring claim? (optional)

Recurring amount being claimed: *

Total amount to be claimed for all recurring dates: \$ 600.00

How often and for how long do you want this claim to recur:

*

From: To:

☒ 12/01/2014
☒ 12/08/2014
☒ 12/15/2014

Select/unselect the dates on which you would like your recurring claims to be processed. Weekly dates always occur on Mondays and monthly dates always occur on the 1st of the month.

STEP 4

Attach your documentation

In order to process your recurring claim request, we will require third party verification that this is a valid expense.

Documentation:

[attach](#)

[remove](#)

DONE!

Once submitted, the claim will appear under the "My Recurring Claims" link with a status of "Pending."

MY RECURRING CLAIMS

Save time by setting up a recurring claim for your benefits in four easy steps:

1. Enter the information about your recurring claim.
2. Select the schedule on which your claim will recur.
3. Upload third party verification to support your recurring claim.
4. Submit your recurring claim for review.

Your Recurring Claims

	Status	
Recurring Day Care Claim for Timmy - 11/19/2014 - 12/31/2014	Approved	cancel
Recurring Day Care Claim for Sally - 11/19/2014 - 12/31/2014	Request for more information	cancel
Recurring Day Care Claim for Billy - 11/19/2014 - 12/31/2014	Pending	cancel

[Add a new recurring claim](#)

Your recurring claim will be processed within 2-3 business days and the status will be updated to "Approved" or "Request for more Information." In the event that more information is required, an email will be sent describing what is needed to approve the claim.

Once your recurring claim is approved, Flex-Plan will automatically submit your claims based on your selected recurring schedule. As the claims are automatically submitted, Flex-Plan will reimburse you on your employer's reimbursement schedule based on your Day Care FSA account balance!

Questions?

Contact our Customer Service Department
(800)669-FLEX(3539) or customerservice@flex-plan.com